



Master Timetable Builder Reports

Report Title	Report Group	Report Summary
Courses With Not Enough Sections	Master Timetable Builder Start Screen (Select the printer icon)	Displays by department courses with not enough sections to meet the needs of all students.
Class Master Report	MTB Timetable Builder Start Screen> Reports> Class Master Report	Produces a list of classes scheduled. The Student Counts "Act" column displays the optimum class size and not the simulation results. If the sort option by course is by course a range of courses may be entered.
Timetable Constraints Report	MTB Timetable Builder Start Screen> Reports> Timetable Constraints	Displays in course code sequence all classes scheduled and to be scheduled, constraints set for specific teachers, rooms, and STDP and the results of the sections scheduled at this point in time. The report may be used to check all constraints entered prior to scheduling the course sections.
Timetable Detail Report	MTB Timetable Builder Start Screen> Reports> Timetable Detail	Identifies students who have less than or equal to a user defined number of courses or credits. This report is very useful during scheduling activities to identify students who have too few or too many courses for the next or current school year.
Department Heads Report	MTB Timetable Builder Start Screen> Reports> Department Heads	Provides a list of scheduled courses by department and semester, term, day and period. Displays teachers and rooms assigned and course combinations.
Timetable Loading Targets	MTB Timetable Builder Start Screen> Reports> Timetabling Loading Targets	Displays all scheduled courses by semester in a grid format by Grade Level and Term, Day and Period.

Report Title	Report Group	Report Summary
Students Missing Sections	Scheduling Reports Folder 17	1. List of students who have a course selection for the current or next school year and that course is not yet scheduled for that student. 2. This report is useful to identify students who may have incomplete schedules.
Teacher Assignment by Teacher	Scheduling Reports Folder 17	1. Useful to verify teacher workload, number of sections and number of students report displays number of courses, sections and students. 2. Can also be sorted by Department. <i>See associated report titled Teacher Assignments by Departments.</i>
Teacher/Home Room Assignments	Staff Reporting Folder 20	1. Lists the teachers assigned to each homeroom and will include the number of students assigned to that homeroom.2. When printing this report, note that each semester must be printed separately. This report can show current year assignments and the plan for next year.
Teacher Master Schedule	Scheduling Reports Folder 17	1. Grid like report showing teachers schedules by period. 2. Select Semester and term when running this report.
Teacher Timetable Report	Scheduling Reports Folder 17	Detailed by teacher showing teachers schedule by semester, term, day, and period including course and section number.
Teacher Workload	<i>School >School Information >Teacher Workload</i>	A quick screen reference to show each teachers teaching assignments.
Enrolment Summary by Teacher	Scheduling Reports Folder 17	Identifies courses assigned to each teacher, in addition to the scheduling slot and number of students in the course. <i>Useful report for verifying teachers have a uniform work schedule based on district requirements.</i>
Enrolment Summary by Section	Scheduling Reports Folder 17	Displays the master schedule that was copied or built in Course Section Maintenance. Shows detailed information on each scheduled course.

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